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9-15-2015

# Minutes, Arts & Sciences Academic Affairs Committee Meeting, Tuesday, September 15, 2015

Arts & Sciences Academic Affairs Committee

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Agenda AAC  
September 15, 2015

- I        Approve the Minutes from the September 8th meeting
- II       Sub-Committee announcements or reports
- III      Old Business
  - a.    Proposed changes to POL minor (Mike Gunter)
  - b.    Proposed changes to Maymester (Claire Strom)
- IV.     New Business:
  - a.    Registration problems and solutions for the rFLA (Claire Strom)
- V.       Announcements
- VI.      Adjourn

## Academic Affairs Committee Meeting Minutes 15 September 2015

Attendance: Anca Voicu, Mike Gunter, Claire Strom, Amy Armenia, MacKenzie Moon Ryan, Casey Taranella, Holly Pohlig, Laura Pfister, Robin Mateo, Jay Pieczynski, Emmanuel Kodzi, Gabriel Barreneche, Kasandra Riley, Mario D'Amato, Jill Jones, Maha Ghori

**I. Approval of Minutes from 8 September 2015:** Moved: M. D'Amato, 2<sup>nd</sup> - A. Armenia. Voted and approved. Minutes approved

### **II. Sub committee Reports**

A. New Course (K. Riley): Nothing new to report, however please remind your colleagues to send new course requests to Karla Knight, not New Course Sub chair and be sure to include all required signatures.

B. Academic Appeals (G. Barreneche): Nothing to report at this time, we are not meeting this week – no appeals

C. Notes for Executive Committee Meeting (M. D'Amato): J. Jones has been appointed Internationalization and CPS curriculum committee, as a subcommittee of A&S ACC – D. Boniface proposed and passed that J. Jones is A&S rep from AAC on CPS curriculum committee – B. Balak will serve on International Programs Committee

D. Student Government Association (C. Archuleta): Maha Ghori (1<sup>st</sup> year senator) has been appointed as a student representative, Kiefer Hurst (Holt School student) has been appointed as a student representative.

### **III. Old Business:**

**a. Proposed changes to Political Science minor (M. Gunter)** continued from discussion on 8 September 2015. (See minutes from 8 September 2015) –M. Gunter returned to discuss changes to the Political Science minor only. Political Science is losing majors and approached Dean's Office for permission for an external review. After review and discussion by Political Science faculty, recommendations were given to change major and minor. Revisions were made to the major and minor to offer more choice and marketability. (change to the Political Science major and minor were discussed and changes to the Major only were approved by AAC on 8 September 2015) Proposed changes to the minor are specifically are designed to attract students interested in a Political Science to the minor-make the minor more attractive and more marketable to students for future career goals. These two new proposed minors are in the fields of Law & Policy and Civic Engagement.

M. Ryan: Are these POL minors or new minors all together?

M. Gunter: These are POL minors, not new minors.

M. Ryan: Can students then major in the both POL and minor in Law & Policy for example?

K. Riley: Can there be language to make it clear that students cannot major in Political Science and have new Political Science minor?

M. D'Amato: The real question is that are these minors or these interdisciplinary programs?

J. Jones: Other Interdisciplinary programs, like writing, have to go through the faculty.

M. D'Amato: Could the catalogue just reflect that these are specifically political science minors?

R. Mateo: We could make this change and are working towards updating the catalogue to reflect the differences between interdisciplinary programs and minors.

J. Jones: So could a student major and minor both Political Science then?

R. Mateo: Specific language in the catalogue states students can't major and minor in the same discipline

M. Ryan: Is there precedence for major and minors through the same department on this campus?

M. D'Amato: This is not an issue of department, but of majoring and minoring in the same discipline.

K. Riley: If so, then this goes under the double counting courses.

M. Gunter: Political Science is fine not allowing students to major and minor in both Political Science.

E. Kodzi: Is there a way to have POL majors benefit to a change in the minor? It will look to the average person that a student is majoring and minoring in the same discipline.

M. Gunter: I would want majors to have these concentrations based on elective course choice.

A. Voicu: Would these courses for the new minors be available only to minors then?

M. Gunter: These POL courses are taught on regular rotation by current faculty and are not a pathway to trying to hire new faculty by adding courses.

M. D'Amato: So we are left with two scenarios – 1. New minors with potential courses open to all faculty or 2.) Two new political science minors with 2 tracks

K. Riley: Does having two new POL minors help with your marketing plan?

M. Gunter: I think this fits our marketing goal.

R. Mateo: How would these new minors be indicated on a student's transcript? And in the event that they switch from a Political Science minor to Political Science major how would this work?

M. Gunter: Students would have to take it upon themselves to note these changes and concentrations. This would involve just adding a line on their vita where they talk about their interests and course work.

J. Jones: What about prelaw advising? Is there overlap between these new minors, like Law & Policy, and courses already offered?

A. Armenia: Or public policy?

C. Strom: As a reminder, students can generally double count 3 courses in a major and minor.

M. Gunter: There may be overlap with students trying to take both courses, but we are trying to get new minors not compete for existing students. We would prefer the option where these minors are called Political Science: Law & Policy and Political Science: Civic Engagement as revisions to the minor and to clearly define them as Political Science minors.

G. Barreneche: My concern is with courses such as Law and Philosophy overlapping.

M. Gunter: These current courses are taught from different perspectives but we encourage students to take courses such as Law and Philosophy as an elective to gain more perspective.

M. D'Amato: Aren't there other courses on this campus that would fit in these disciplines, making them similar to interdisciplinary programs?

M. Gunter: The proposal with revisions is to have Political Science courses only with these concentrations or tracks

A. Armenia: This will remove the old minor, correct?

M. Gunter: Yes, we think the new minor is more concentrated on an area of interest to a student.

M. Ryan: Civic engagement concentration – what are the credit requirements for the internship?

M. Gunter: the equivalent of a 4-credit class

R. Mateo: This will be POL397 for 4 credits

J. Jones: I'm hesitant to make internships 4 credits because they vary and don't necessarily have the rigor of upper level course work.

M. Gunter: These new minors will still need three 300-level courses plus the internship making half of their course work come from upper level courses

M. D'Amato: So we will pass these as Political Science:XXXX, only as changes to the existing minor and not as new minors and this won't have to go to the faculty?

C. Strom: If we aren't creating new classes and we are comfortable with this decision then I don't see a need to take it to faculty as a new minor.

Proposal to approve changes to the Political Science Minor, two concentrations: Law & Policy and Civic Engagement. Moved: M. D'Amato, 2<sup>nd</sup> M. Ryan. Voted and approved. Proposal passes

E. Kodzi: In CPS we haven't seen any data about losing majors to other majors. Do we have data to support this claim?

M. D'Amato: I have data that indicates some majors are losing students, CMC to Communications for example

G. Barreneche Is this a question of poaching students to or just students just picking different majors?

M. Gunter: I think a number of things are going on here, but now this is also a matter of increased choice due to having a second college.

M. D'Amato: Since we've created new majors through CPS, there is data to suggest poaching by other departments.

E. Kodzi: My point is that if the changes are being made to stem the tide of dwindling numbers then using a targeted marketing approach based on the data you already will make changes in the major/minor maps are actually effective.

M. Gunter: Our idea with minors to attract interested students only and not poach majors

M. Ryan: Point of clarity, language in minor proposals should be clear, defining the requirement of an internship or the option of an internship and whether this internship is considered one of the 300-level courses.

**b. Reversioning Maymester (C. Strom)** - continued discussion for 1 September 2015. C. Strom posed the question on how Maymester will change with the new Gen Ed curriculum, specifically teaching courses that don't fit into a regular semester. An unconventional course was piloted by P. Bernal in Dominican Republic this past summer and worked well. Other faculty have ideas for intensive CE courses. G. Beaudin is interested in structuring field trips. Also blended courses would be a greater possibility. C. Strom feels that these should be an option and go to new course subcommittee for approval by AAC. Due to cost, demand isn't anticipated to be large.

A Voicu: Does this proposal need to go to the faculty?

J. Jones: No, since this seems like what Maymester was purposed to be all along.

C. Strom: This new policy will be to offer bottleneck courses as well as innovative classes. The intent of this policy is to keep Maymester thriving.

M. Ryan: How will these innovative courses work as far as approval?

Strom: You'll have to pitch it to the New Course Sub Committee and see if it's approved.

J. Jones: These might be the opportunity for students to take fun courses just for credits.

C. Strom: This idea is to give student an exciting choice. In the past there have been problems making large changes so our current plan is to start small.

K. Riley: Is this a call for proposals to the faculty then?

C. Strom: The Dean's Office wants these courses by Oct. 30.

G. Barreneche: This reason is for the early date is for planning purposes.

C. Strom: We also want to do this quickly so we can talk to Craig about reimbursement for faculty teaching in Maymester.

A. Armenia: Can the New Courses Sub Committee get a more descriptive documentation of these proposed new courses?

C. Strom: Yes

J. Jones: Can the administration move up the call for courses so faculty can plan ahead as well?

G. Barreneche: Yes

Motion to proposed change to add innovative classes to Maymester contingent on approval by New Course Sub Committee. Moved M. D'Amato, 2<sup>nd</sup> K. Riley, - voted. Proposal approved.

#### **IV. New Business**

**a. Registration Problems with rFLA ( C. Strom):** There were problems with registrations for rFLA course taken in Fall of 2015. 25% of students in the new curriculum misregistered for Fall rFLA classes. C. Strom worked to identify problems and find solutions. Largest problems were twofold: 1. both students and faculty not clearly understanding the curriculum and 2. conflicts with major courses. The first major strategy to prevent registration errors in the future is the designation of the rFLA matrix blocking times in the schedule for rFLA courses. In the future, it was determined that those in charge of the rFLA program would like the Banner system to block a student's registration until they register for neighborhoods and to block registration for redundant courses. The current

solution is to use paper forms (attached), whereas the director of Gen Ed (C. Strom) would OK schedules and then send form to student records – we will begin using this form in Fall 2015 for registration in the Spring 2016 semester. *The following discussion was for information purposes only and no proposals were made*

C. Archuleta: Will this paper form apply to Honors students?

C. Strom: No it will not, as Honors students are not in the rFLA system.

K. Riley: Can students take extra neighborhood courses?

C. Strom: Yes, if students are interested in taking extra courses that interest them they can register for them.

K. Riley: How do we make sure we have enough seats?

C. Strom: The forms should help keep track, especially for then natural sciences and arts where space is limited. We've also added my signature line to the Add/Drop form so I can OK them moving rFLA classes (attached)

M. D'Amato: Is this more than needs to be done to address these problems? Is this too heavy handed? Do you anticipate having a problem with Banner?

C. Strom: Banner changes won't happen anytime soon and we anticipate all contingencies being worked out before any changes to Banner happen.

J. Jones: Some of these problems go onto the students. They've heard this information from multiple sources so they should be aware of how to register for classes and what courses they need to fulfill requirements.

M. Ryan: What about students being removed from an rFLA course this past semester?

C Strom: These were some of our most challenging cases. We are tracking these students to make sure everything works out and they fulfill their required courses.

E. Kodzi: Matrix question. I understand this program needs room to grow. How does this program affect our majors? Having this matrix affects how some of my department's courses can be taught. For example, if we have difficult quantitative courses that we can only offer in the afternoon because of the matrix scheduling then it puts us at a disadvantage. My point to rFLA is that though I understand their concerns, I think we are doing a disservice to the courses in the major.

G. Barreneche: The Dean's Office has thought about this thoroughly. We see students as having 3 parts to a curriculum: major courses, electives, and general education courses. We felt the matrix was the best way to give Gen Eds their due.



C. Strom: This move to the rFLA matrix won't be an easy move and it was a very difficult process. Many variables. Remember that this is a pilot and needs to evolve as we roll out our rFLA curriculum.

M. D'Amato: Isn't the fact that we are functioning this semester proof that the current system is fine?

Strom: This semester there are many students taking their one course outside their neighborhood to stay on track. This is not ideal. The matrix is designed to fix this.

## **V. Announcements**

J. Jones will need to resign from CPS curriculum committee due to scheduling conflicts. C. Strom reminded the group that the A&S rep doesn't have to be a current AAC member, but could be a former member. M. D'Amato proposed switching from Academic Appeals to Internationalization, J. Jones and M. D'Amato will confer and announce next AAC meeting.

After discussion, J. Jones will remain on the CPS curriculum committee and M. D'Amato will remain on Academic Appeals.

## **VI. Adjournment.**

Notes added in proof:

Updated a quote from M. Gunter for clarity on loss of majors

Updated a quote from C. Strom regarding double dip policy for majors and minors

Updated the outcome of discussion between J. Jones and M. D'Amato on committee service. Service will remain the same.

Updated quotes from E. Kodzi to clarify his comments regarding data on losing majors to other departments and the new rFLA matrix

# ROLLINS

## Arts & Sciences and Professional Studies Office of Student Records

### Change in Registration Form

Term: ☐ Fall ☐ Spring ☐ Maymester Year: \_\_\_\_\_

Rollins ID \_\_\_\_\_ Student Name \_\_\_\_\_

### DROP/WITHDRAW

Office Use Only			CRN	SUBJ	CRSE #	SCT	COURSE TITLE	INSTRUCTOR
Initials	Code	Date	90028	ENG	201	H1X	Major English Writings I	SIGNATURE & DATE

### ADD

Office Use Only			CRN	SUBJ	CRSE #	SCT	COURSE TITLE	INSTRUCTOR
Initials	Code	Date	90100	ENG	201	1X	Major English Writings I	SIGNATURE & DATE



Advisor's signature required for **ALL** changes



Director of General Education's signature required **ONLY** for Neighborhood course changes



Instructor's signature required for:

- Courses listed as "consent" on the Schedule of Classes.
- Courses approved on an override basis.
- **Courses dropped after the second week of the term.**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Director of General Education Signature \_\_\_\_\_ Date \_\_\_\_\_

# ROLLINS

## Registration for Neighborhood Classes for Continuing Students

Student Name \_\_\_\_\_ Rollins ID \_\_\_\_\_

Neighborhood ☐ WCC ☐ IMW ☐ ICE ☐ MM

	<u>Semester/Year</u>	<u>Title</u>	<u>Division-A/S/H/C</u>	<u>Grade</u>
100-level class taken:				
150-level class taken:				
150/200-level class taken:				
200-level class taken:				

### 1. Class you wish to enroll in next semester:

*Shaded area is for Office Use Only*

Initials	Code	Date	CRN	SUBJ	CRSE #	Division	Course Title

### 2. Second choice of class for next semester:

Initials	Code	Date	CRN	SUBJ	CRSE #	Division	Course Title

Do you want to take an additional rFLA course next semester? If so, please list:

Initials	Code	Date	CRN	SUBJ	CRSE #	Division	Course Title

Student Signature \_\_\_\_\_ Date \_\_\_\_\_